

Records Retention Schedule

SS ARC 932 (01/12)

Louisiana Secretary of State, Division of Archives, Records Management and History
 Post Office Box 94125, Baton Rouge, LA 70804

Http://www.sos.la.gov

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	
	University of Louisiana at Monroe/ Academic Affairs/Library	In Office	In Storage	Total Retention					Indicate Use of Form ___ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL ___ REPLACEMENT PAGE ___ ADDENDUM PAGE
Item Number	Records Series Title								Remarks
1	Correspondence	ACT+ 3 FY		ACT+ 3 FY	M	S	N	U	ACT= until the end of the FY in which the record was created or received. Memos, schedules, agreements, policies, and procedures
2	Gift Donors	ACT+ 3 FY		ACT+ 3 FY	M	S	N	U	ACT= until the end of the FY in which the record was created or received. Donation records, acknowledgements of gifts to the library
3	Inventory	ACT + 2 FY		ACT + 2 FY	P	S	N	I	ACT – until end of FY superseded or obsolete. Record of library equipment and furnishings
4	Forms, Policies and Procedures	PERM		PERM	P	R	N	I	Information necessary for efficient daily operations
5	Personnel Files	ACT	1 CY	ACT + 1 CY	M	S	N	I	Active = until end of CY in which supervision ends/employee terminates. records of personnel while employed, ongoing from beginning of position search
6	Purchase Orders	ACT+ 3 FY		ACT+ 3 FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received. Invoices, receipts, ordering records of all purchases
7	Requisitions/Fiscal Year	ACT+ 3 FY		ACT+ 3 FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received. Purchase and travel requisitions, maintenance and telephone expenditures
8	Annual Reports	ACT+1 FY	PERM	PERM	P	R	N	I	ACT= until the end of the FY in which the record was created or received. Annual Library Report Statistics
9	Information Services Council	ACT+ 5 FY		ACT+ 5 FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received. Date and Meeting Notes

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
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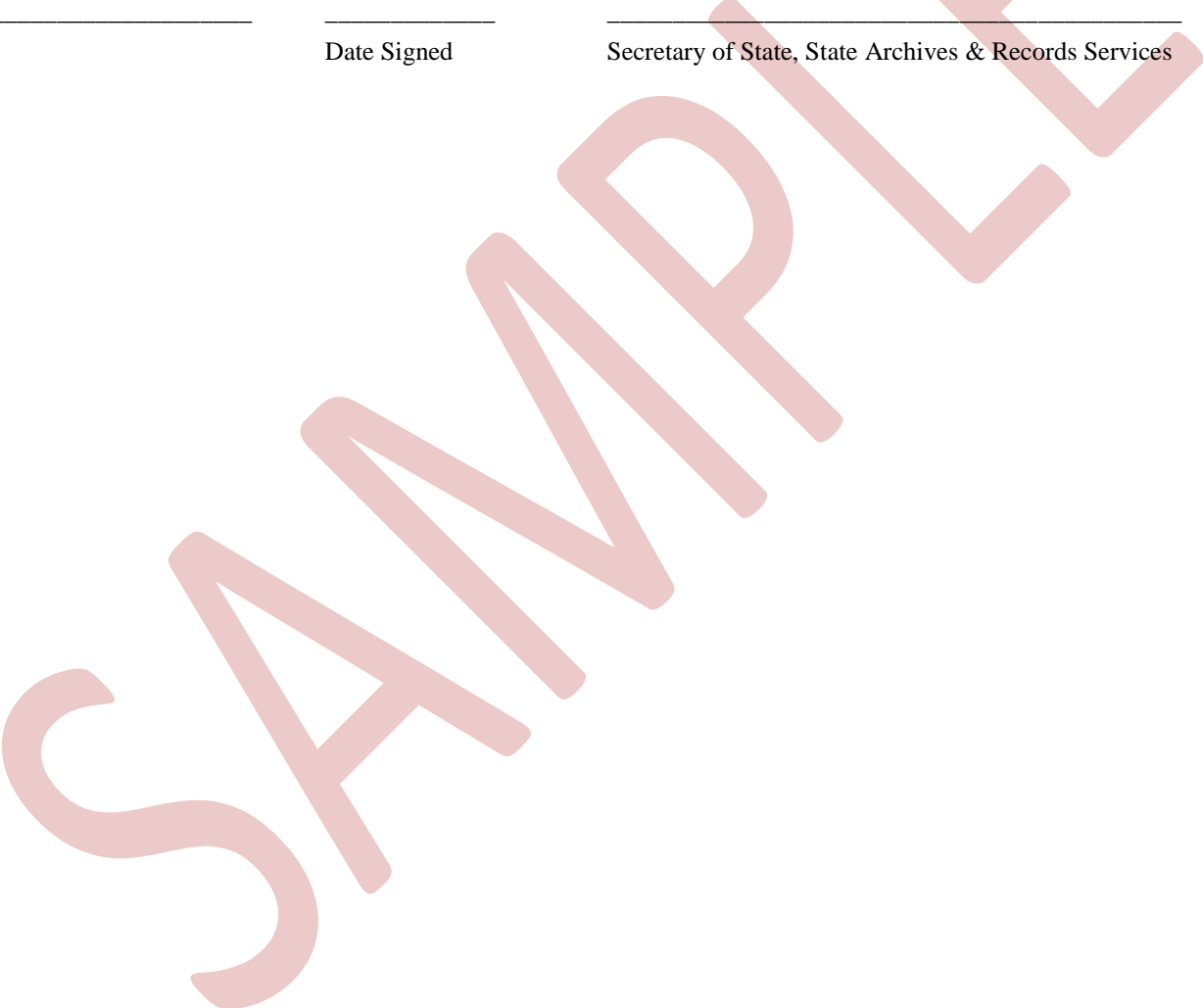
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